

INSTRUCTIONS FOR FILLING OUT PRAECIPE FOR SUMMONS/PERSONAL SERVICE

HEADING

- Enter the name of the county where you are filing the Complaint.
- Enter your first, middle, and last names. You are the plaintiff.
- Enter your spouse's first, middle and last names. Your spouse is the defendant.
- The Clerk of the District Court will give you a case number when you file the Complaint. You must include the case number on any papers you file.

BODY OF THE PRAECIPE

- Enter the name of the county in which your spouse is living or working.
- Enter the name of the state in which your spouse is living or working.
- Enter the full name of your spouse.
- Enter your spouse's street address where you wish the Sheriff to serve your spouse (home or work).
- Enter the city and state, for the address you provided, where your spouse lives or works.

FINAL SIGNATURE

- Enter your first, middle, and last names.
- Sign your name.
- Enter your street address.
- Enter the city, state, and ZIP code where you live.
- Enter your telephone number, including the area code.
- Enter your email address.